



Our Vision is to be the retirement facility of choice on the Kapiti Coast.

Our Mission is to preserve dignity; promote independence; and provide choice.

Our Values mean we work with respect; kindness; excellence and teamwork.

JOB DESCRIPTION

Position Clinical Coordinator (Registered Nurse)	
Line Manager Clinical Manager	
The Role ➤ Supports for operational performance - directs, monitors and evaluates the care and support provided by the clinical team of registered and enrolled nurses and unregulated care staff.	
Hours Hours Fulltime Tuesday to Saturday inclusive or Sunday to Thursday inclusive	Tenure Permanent
Relationships Internal Relationships Develop and maintain positive relationships with ➤ Nurses and care staff ➤ Administration team ➤ Support staff – maintenance, laundry, kitchen, housekeepers.	External Relationships Develop and maintain positive relationships with: ➤ Care Coordination ➤ General Practitioner ➤ Allied Health – eg podiatrist, physiotherapist, Pharmacist ➤ District Health Board staff, including health of older people, older peoples mental health services, District Nurses, visiting specialists.

REQUIREMENTS OF ALL STAFF

To have empathy and a passion to work kindly with the elderly.

WORKING WITH OTHERS

- Demonstrate our Values every day at work
 - Respect – acknowledging differences and being fair
 - Kindness – treating others as we want to be treated
 - Excellence – striving to be the best we can
 - Teamwork – supporting each other to achieve
- Let others know if their behaviour at work doesn't reflect our Values
- Help create a positive team environment for your team, other staff, and our residents
- Maintain a positive attitude and be professional while at work
- Communicate clearly and respectfully to all, at all times
- Be punctual to work.
- Follow the Trust's House Rules.

HEALTH AND SAFETY

- Actively promote a safe and healthy environment for yourself, residents, other staff and visitors by taking personal responsibility to:
 - Maintain a safe, hazard-free work environment.
 - Always wear personal protective equipment supplied.
 - Attend training relating to Health and Safety.
 - Follow the Trust's policies and practices.
- Report promptly any faulty equipment, hazards, incidents and near misses to registered staff or your line manager.
- Alert management to unresolved hazards using the Hazard Notification Form.

QUALITY AND EDUCATION

- Show commitment to learning by attending training provided by the Trust.
- Make suggestions to your manager if you can see improvements that will help our residents or your colleagues do a better job.
- Attend staff meetings and read staff newsletters.
- Follow the Trust's policies and procedures.
- Use the annual performance appraisal process as an opportunity to reflect on your contribution and get feedback on how you are doing at work.



ROLE SPECIFIC COMPETENCIES

RESIDENT CARE

- Supports the Clinical Manager in the direction and delegation of service delivery
- Participates daily in safe, best practice clinical assessment, care planning, implementation and care evaluation
- Responsible for managing the doctors' rounds and participating in Multi-disciplinary Team (MDT) and family/whanau communications
- Prepares the environment, staff and resources for new admissions and supervises the settling in period
- Monitors the accurate and detailed documentation of care delivery, including timely InterRAI completion

QUALITY, RISK AND CONTINUOUS IMPROVEMENT

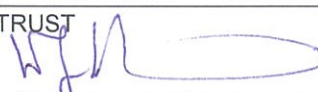
- Follows organisation and procedures in the delivery of safe, best practice clinical care
- Monitors quality portfolio and indicators
- Contributes to policy review and implements quality and continuous improvements
- Staff management
- Supports nurses and HCAs on a daily basis and effectively prioritises work
- Acting on feedback to improve service and resident experience in care
- Investigation of issues, concerns or complaints and recommend improvements to Clinical Manager or Group Manager Resident Wellness.

STAFF DEVELOPMENT AND LEADERSHIP

- Develop and coach members of the clinical team to practise at highest levels of competence
- Complete appraisals and identify development opportunities
- Provide on-call support.

OTHER

- Any reasonable request made by Clinical Manager



Person Specification

Positional skills (Including required qualifications)

- Registered Nurse with current Annual Practising Certificate
- Expert Nurse or equivalent on the Professional Development and Recognition Programme (PDRP)
- Expert knowledge in best practice aged care including the Frailty Guidelines
- Proven leadership skills including clinical teaching
- Excellent time management and effective prioritisation skills
- Comfortable with digital documentation for management of all resident care.

Person Specification

Personal Attributes

- A positive personality able to develop and maintain a positive team culture
- Open communication style and a sense of humour.